



North Carolina Department of Health and Human Services
Division of Social Services

325 North Salisbury Street • MSC 2408 • Raleigh, North Carolina 27699-2408
Courier # 56-20-25

Michael F. Easley, Governor
Dempsey Benton, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

April 25, 2008

Dear County Director of Social Services

ATTENTION: Child Welfare Program Administrators and Supervisors

SUBJECT: Responsible Individuals List CYA-910 Report

EFFECTIVE: Immediately

In response to concerns regarding the accuracy of information contained on the Responsible Individuals List, the Division recently created a monthly report, the CYA-910, in NCXPTR. This report will provide detailed information regarding information that is being reported to the RIL. This report until now has only been accessible by Division Staff.

The CYA-910 report is now available in NCXPTR. Due to audit purposes, each county must designate one person access to view their county's data. The county security officer must complete the IRAAF security form and follow current procedures to request access to this report for the designated individual. The security officer can contact Customer Support at (919) 855-3200.

Once access has been granted, counties will be able to view the following information: the name of the individual on the RIL, the central registry form number (CYA), the RIL form number, the initial report date, the case decision date and type found. In addition, for each entry on the RIL, this report will indicate the date and the decision of any expunction review that has taken place. This report will provide you with a total for each expunction review level for your county as well as a total for the state.

When you begin reviewing the CYA-910 report and you notice that nothing is being reported under the columns for expunction reviews, but you know that expunction reviews have taken place in your county, this means that the DSS-5104a, Responsible Individuals List form, has not been entered into the system.

We hope that this report will assist you in maintaining accurate information on the RIL. If you have any questions, please feel free to contact Terri T. Reichert, CPS Policy Consultant, at (919) 733-4322 or by email at terri.reichert@ncmail.net.

Sincerely,

A handwritten signature in cursive script that reads "Charisse S. Johnson".

Charisse S. Johnson, Chief
Family Support and Child Welfare Services

CJ/ttr

cc: Sherry S. Bradsher
Sarah Barham
Local Business Liaisons Managers
Jo Ann Lamm
Children's Services Program Representatives
Family Support and Child Welfare Services Team Leaders
Work First Representatives
Hank Bowers

FSCWS-21-08